

5010-104

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 20 August 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 24
16 - 20 August 1965

I. SIGNIFICANT ITEMS

25 YEAR RE-REVIEW

None

II. OTHERS

A. On 17 August the Registrar briefed Messrs. []

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[] on the functions of the Office of Training with special emphasis on the External Training Program.

[] are from BPAM and will be responsible for handling Office of Training budget matters. Both were understanding and friendly and I believe that having these two gentlemen on the other end of the line will tend to facilitate our conduct of financial affairs.

B. As the result of a letter from Mr. John Macy, Chairman, Civil Service Commission to Admiral Raborn we have begun a search for candidates for the Fellowship on Congressional Operations. Each of the representatives at the Training Selection Board meeting of 18 August had indicated no candidates but at the same time they were not aware of Colonel White's direction that we must come up with a candidate. Subsequently, interest was shown in a variety of areas of the Agency and as of this writing we have a candidate from OCI, []. We are likely to have one or two others before the 25 August suspense date.

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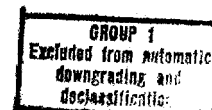
C. The DDS has provided us with six nominees for the "Conferences for Federal Executives on Business Operations" given by the Brookings Institution in conjunction with the Civil Service Commission. Again Agency interest was sparked by a letter from Mr. Macy to Admiral Raborn. Messrs. [] and John Clarke will attend the 1965-1966 Fall and Spring Programs respectively. [Other] nominees by the DDS are Robert Fuchs, [] and []. These names will be held in reserve for subsequent years. As soon as we receive the necessary papers from Messrs. [] and Clarke's offices we shall prepare a letter of nomination for the DDS signature as stated by Colonel White in his memo to the Brookings Institution and to Mr. Macy.

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Weekly Activities Report No. 24 (Cont'd)

D. Mr. William R. King has written to advise that he has replaced Mr. James Beck as Director of the Kings Point Executive Seminar Center. We shall probably have an opportunity of meeting him this fall.

E. Reference the memo of Mr. McGeorge Bundy and Mr. Clark Clifford, Chairman of the President's Foreign Intelligence Advisory Board on the subject "The Management of Intelligence Information (Systems Analysis and ADP)," material is being pulled together on the various training opportunities in this field and a preliminary contact has been made with senior personnel in the Agency engaged in such management of information. They have generally agreed to come together to discuss the problem of training in these fields.

III. PERSONNEL

25X1 F. [] has begun work as Special Assistant to the Registrar and is readily taking hold of a variety of tasks outlined for her. These include the eventual management of the Off-Campus Program, the formalizing of procedures involving the Registrar-Training Selection Board liaison on TSB courses. She will work closely with [] and with the External 25X1 Training Branch in establishing deadline dates and monitoring the TSB input into the Registrar Office. Once [] has gotten 25X1 on top of these two activities, I shall then direct her attention to non-OTR Agency Training and the monitoring of same for which this office has been delegated the responsibility. There are a variety of other activities which I propose to eventually have Miss [] handle. 25X1



25X1 Attachments:

UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR

DATE: 19 August 1965

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 24
16 - 20 August 1965

I. SIGNIFICANT ITEMS

None

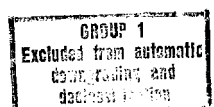
II. OTHERS

A. Because of her six-day commitment to the Plans and Policy Staff, OTR, to assist in preparing the DTR's FY 1967 budget presentation for the DDS, C/AIB was excused by C/RS/TR from submitting Weekly Activities Report No. 23 covering the period 9 - 13 August 1965.

B. The information the Director of Training plans to use in his briefing of the Director was reworked to conform to the data contained in the explanatory memorandum which DTR sent to the DDS in support of OTR's budget presentation for FY 1967. All cards were dated as August 1965. 25X1
C/VAS/ISB, has completed the charts used in the briefing. All is in order for the DTR.

C. As a final step in the plan to initiate in October 1965, the first of four-a-year CT classes of equal size (50-55), the schedule of their headquarters and operations training for the remainder of 1965 and all of 1966 was approved. What is significant in this, from OTR's and R/TR's point of action, is the certain prospect of publishing a full-year (1966) projection, including dates, of all OTR's courses.

D. Registration for the Air Operations Course is down to 9 (was up to 14); C/OS/TR has been kept informed of the status.



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SUBJECT: Weekly Activities Report No. 24 (cont)

25X1 The Administrative Procedures course began on Monday with 10 students; an eleventh entered Wednesday, with approval of [] C/OSF/HT/OS.

E. Because special consideration had to be given to a request from FMSAC/DDS&T to use Room 1A-07, Headquarters Building, on 8, 9 and 10 September, a change to a smaller but most adequate room (1A-13) for the CS Name Check course was made, with approval of HT/OS/TR. We also had to relocate registration for the off-campus courses. FMSAC is organizing the annual meeting of the Hyland Panel, a committee of industrialists, so I was informed, which meets annually to advise the Director on missiles-and-intelligence matters.

F. Four members of the Branch proofed the quarterly supplement (1 April - 30 June 1965) of the Agency Training Record. A mechanical quirk disturbed the listing of information -- to the point of omission of some information -- on a few internal courses. Our liaison in the Operations Division/OCS assures us the quirk was of an instant on the day of "print-out" of the document, and that when the master ATR, with all data for all years is printed, no such omissions will occur. The master is due in AIB momentarily.

25X1 G. A request for two reports from the Agency Training Record file was sent to the OCS/DDS&T. Both requests were from and for DDI information. One request is to be used to support the [] presentation to the DCI; the second is for the OSI Career Service Panel.

25X1 H. Edward Cooke, DD/Defense Contract Audit Agency, was given a run-down on names, clientele, costs, etc. of management programs given by the Government and by private organizations. DCAA is looking into developing a program of management-training to fit middle-level and senior officers of the Agency. The call to [] was in response to a request25X1 from [] of the Industrial Contract Audit Division/OF, who has a liaison role with DCAA.

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SUBJECT: Weekly Activities Report No. 24 (cont)

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I. [] recently assigned to the [] 25X1
as an instructor in tradecraft, Operations course, was briefed
on OTR, as his work relates to the Office.

J. Recent acquisition: the new book, "Programed
Instruction, a Guide for Management," published by the American
Management Association. It is intended for the Instructor's Read-
ing Shelf; we plan however, to loan it to [] in PPS. 25X1

III. PERSONNEL

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Effective, Monday, 16 August 1965, []
assumed her new position as Special Assistant to the Chief of the
Registrar Staff.

On Monday, 16 August, [] joined the Ad-25X1
missions and Information Branch and is assigned to the records-
keeping activity. [] will also fill the "shorthand" void which
was created when [] was reassigned. 25X1

[], one of two summer employees will terminate
his seasonal employment on Friday, 20 August. Only superlatives
characterize the quality of his work and his attention to it.

[] will be on annual leave for a second week,
through 27 August.

[], on duty in AIB for the summer, will
return from a six-day-vacation-leave on Monday, 23 August.
Susan expects to continue to work until 10 September.

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Attachments: Attendance figures for two weeks

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